HANDOUT 1



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Why the District Master Plan is Important

- Required by Arkansas Code § 6-21-806
- Assists school districts in planning for Warm, Safe, and Dry (WSD) System Replacement projects including HVAC, electrical, roofing, and other building systems
- Assists school districts in planning for new/replacement buildings and additions
- Partnership projects must be in the school district's Master Plan to be eligible for the State Partnership Program

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District Master Plan Process

- Districts must create six-year plans to remediate academic facility deficiencies and submits them by February 1 of every even year.
- Narrative analyzes and condition surveys inform facility needs
- Involves data entry, public hearing, and board approval
- Web-based tool facilitates submission and updates of the Master Plan

Master Plan/Partnership Program Two-Year Cycle			
DATE	MILESTONE	DISTRICT	DIVISION
ODD YEAR			
February 1	Preliminary Master Plan		
May 1	Partnership Program Project List		\Phi
EVEN YEAR			×
February 1	Final Master Plan		
March 1	Partnership Program Project Applications		
September 1	Final Master Plan Approval / Non-Approval		⇔ /

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Purpose and Scope of the Partnership Program

Program Purpose: The program assists school districts with new construction projects to meet adequate educational facility requirements.

State Financial Participation: State provides payments to school districts for approved and funded new construction projects to improve academic facilities.

Scope of Construction: Includes new facilities, additions, and improvements that raise facility condition and efficiency beyond existing levels.

Exclusions: The program does not provide assistance for routine maintenance.

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Partnership Application Process for Funding

- Three types of Partnership project applications: Warm, Safe, Dry Space Replacement; Warm, Safe, Dry System Replacement; and Space.
- Partnership project applications are submitted to the Division every two years, due on March 1, of every even year.
- The Division reviews Partnership project applications for approval.
- Approved Partnership projects are submitted to the Commission for Public School Academic Facilities and Transportation to award funding.
- · Funding is awarded by the Commission every year in late spring.

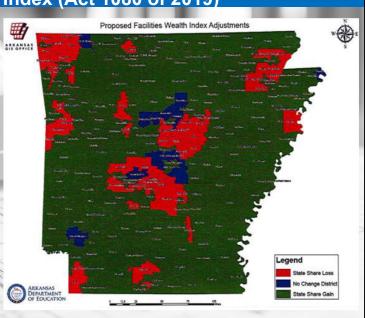
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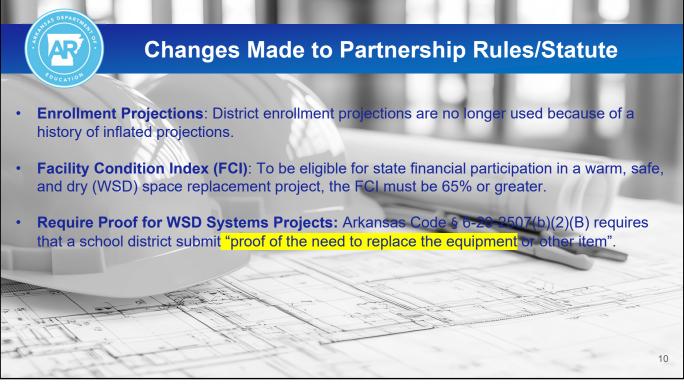


Changes made in the Academic Facilities Wealth Index (Act 1080 of 2019)

- 2019-2021 Cycle Previous Wealth Index
- 2021-2023 Easing Period
 One-half of gain/loss of Full Wealth Index calculation
 - 2023-2025 Revised Wealth Index Relative Medium Income Full Wealth Index calculation









Consequences of Non-Compliance in Facility Projects

Financial Repayment: The Division may require full or partial repayment of any state financial participation in the facility if the funded facility spaces are not being utilized entirely for academic instruction.

Project Disapproval: Submission of inaccurate Program of Requirements (PORs), including incorrect building sizes, inaccurate reporting of existing spaces, and inaccurate existing campus size, may be grounds for project disapproval.

Lack of Preventive Maintenance: If a district does not complete and document all required preventive maintenance inspections, its projects may be moved to the bottom of the project ranking list.

Recapture of Funds: The division shall rescind, recapture, or both, program funds if the project is found not to have been built to approved plans and specifications.

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Division Coordination with Other State Agencies

Comprehensive Inspection Coverage

Inspections include both regularly scheduled and additional inspections mandated by state agencies.

State Agency Collaboration

The Division works closely with multiple state agencies that require state mandated inspections to ensure compliance.

Documentation and Follow-up

Inspection notices are filed and issues tracked until resolved within the school districts.





Computerized Maintenance Management System

Use of CMMS Tool

District staff use state Computerized Maintenance Management System to track and improve facility maintenance.

Training and Support

Training is provided both face-to-face and online to enhance district skills using the CMMS effectively.

Transition to New CMMS

The state transitioned to a new vendor, Operations Hero, to improve maintenance management beginning in 2023-2024.



Random Inspections

Required by Arkansas Code § 6-21-813(a)

- Roofs
- Exit Lights
- HVAC System
- Hot Water Boilers & Heaters
- Doors / Windows
- Emergency Lighting
- Grounds Maintenance
- Kitchen / Equipment
- Playground Equipment
- Fire Sprinkler Systems
- Elevators & Wheelchair Lifts
 Interior / Exterior Finishes

- Compliance (Fire Lanes, Bus/Car Unloading Areas)
- Shop Equipment
- Plumbing
- Fire Safety
- Electrical System
- Interior / Exterior Lighting
- Floor Coverings
- Fire Extinguishers
- Fire Alarm
- Stairwells

- Athletic Field Maintenance
- Kitchen Hood Vent / Suppression Systems
- Masonry & Concrete Building Exteriors
- Sidewalks, Driveways, Parking Areas, & Paved Play Areas
- Storage Areas
- Hallways / Classrooms / Offices
- Restrooms
- Gymnasiums / Locker Rooms

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State Mandated Inspections

Required by Arkansas Code § 6-21-813(e)(1).

Scope of Inspections

Inspections cover fire prevention, boilers, electrical systems, HVAC, gas piping, plumbing, etc.

Tracking

CMMS (Computerized Maintenance Management System) is used to track State Mandated Inspections.



Reporting and Documentation of Inspection Results

Inspection Reporting Process

State agencies report inspection or code violations to the Division for further action by school districts.

Work Order Creation and Closure

School districts create, complete, and close work orders in the CMMS to remediate reported issues.

Verification and Follow-up Inspections

Division staff conduct maintenance and visual inspections to confirm issue resolution, sometimes with responsible agencies present.

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